



Approved For Release 2003/04/29 : CIA-RDP84-00780R002100170014-8

TRANSMITTAL SLIP		12 March 1968
TO: Mr. Conley, via 		
ROOM NO.	BUILDING	
REMARKS:  The attached memoranda from Director of Finance and Director of Personnel indicate that the arrangements for properly "screening" and training finance officers for overseas assignments involving Class B and Class C finance duties are going well.  		
FROM:		
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11 MAR 1968

MEMORANDUM FOR: Assistant Deputy Director for Support

SUBJECT : Positions Involving Finance Duties

REFERENCE : Memo from ADD/S to D/F dated 27 February 1968,  
same subject

1. In accordance with subject reference, this memorandum reflects the action taken in connection with the suitability review of all overseas candidates assigned to Class B and Class C finance duties as recommended by the Inspector General in his recent survey of the Office of Finance.

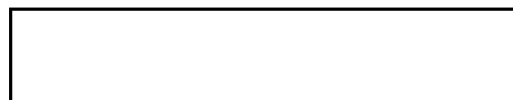
a. We are in the process of purifying the list of non-SF positions in the Clandestine Services that involve the performance of finance duties which was furnished us by Chief, Clandestine Services Personnel Staff. This action will result in the establishment of a bona fide list of positions which will be the basis for the area division to prepare Form 259a "Request for PCS Overseas Evaluation" for those employees being assigned overseas positions reflected on this list.

b. In discussions with the Chief, Clandestine Services Personnel Staff, it was pointed out that the Office of Finance briefed very few newly appointed Chiefs of Class B and Class C Stations; and, it was agreed that Form 259a, cited above, would be prepared for new assignments of this category, thereby, assuring that they will receive a briefing by this office.



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2. In our discussions with the components involved in the formulation of procedures, we have given our assurances that this office will cooperate fully to implement the recommendation contained in the Inspector General's report of survey of the Office of Finance.



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R. H. FUCHS  
Director of Finance

**SECRET**

8 MAR 1968

MEMORANDUM FOR: Assistant Deputy Director for Support

SUBJECT : Suitability Review of Overseas Candidates Assigned  
Class B and Class C Finance Duties

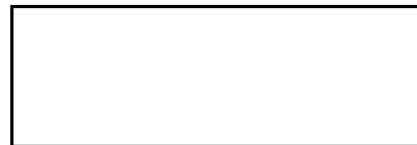
REFERENCES : (a) Memo for DDP fr DDS dtd 9 Feb 68; Subject:  
Inspector General's Report of Survey of  
the Office of Finance  
(b) Your memo for D/Pers and D/Fin dtd 27 Feb 68;  
Subject: Positions Involving Finance Duties

1. This memorandum is for information only.

2. Following receipt of a copy of reference (a), I asked the Chairman, Overseas Candidate Review Panel to initiate necessary arrangements in order that the Panel would routinely consider the suitability to handle funds of all personnel proposed for overseas assignments involving Class B and Class C finance duties.

3. By memorandum dated 26 February 1968, a copy of which is attached, I was advised that the Panel Chairman had been in contact with the Chief, CSPS, the Deputy Director of Finance and the Panel representatives from the Offices of Security and Medical Services, concerning the development of appropriate review procedures.

4. The Panel Chairman has now indicated that the Request for PCS Overseas Evaluation (Form 259a) is now being submitted by the Area Divisions with an indication, when appropriate, that the position to be occupied by the candidate involves finance duties. The Chairman further advises that he has been assured by the Panel representatives from the Offices of Security and Medical Services that upon receipt of the forms with that notation, their offices will conduct appropriate reviews with special emphasis on the candidate's suitability to handle Agency funds.



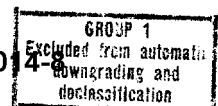
Robert S. Wattles  
Director of Personnel

Attachment:

Memo for D/Pers fr C/SAS/OP  
dtd 26 Feb 68; Same Subject

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EYES ONLY

26 FEB 1968

MEMORANDUM FOR: Director of Personnel

SUBJECT : Suitability Review of Overseas Candidates Assigned  
Class B and Class C Finance Duties

1. This memorandum contains a progress report on action taken to date in connection with the suitability review of all overseas candidates assigned to Class B and Class C finance duties as recommended by the Inspector General in his recent survey of the Office of Finance.
2. The Chairman, Overseas Candidate Review Panel has discussed the Inspector General's proposal with the Chief, CSPS, the Deputy Director of Finance, and the Panel representatives from the Offices of Security and Medical Services.
3. The Chief, CSPS has advised the Panel Chairman that his office is in the process of making an inventory of all junior professional and clerical positions in order to identify those which involve the handling of funds. In addition, [ ] has said that he will ask the area divisions to indicate on Form 259a, Request for PCS Overseas Evaluation, whenever a proposed overseas assignment is to a position entailing finance type duties. This will, of course, enable the Panel to make a careful suitability review of all such proposed assignments. Although the question of a candidate's training and experience in the handling of funds is not within the Panel's area of responsibility, [ ] also indicated that all personnel assigned Class B and Class C finance duties will be asked to attend the Station Accounting Course, and it is expected that this course will be strengthened by adding some practical experience. It is my understanding that presently only employees assigned to Class B duties are required to attend the course.
4. With further reference to the matter of suitability, the Medical and Security representatives to the Panel have indicated that their respective offices have been briefed concerning the additional information which will be submitted by the area divisions on Form 259a. The Security representative further reported that in connection with their review of an overseas candidate who will handle Agency funds, special emphasis will be placed on the employee's financial status and in some cases a quick credit check of that employee will be made.

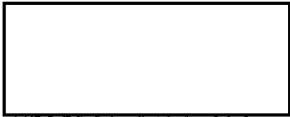
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EYES ONLY

SUBJECT: Suitability Review of Overseas Candidates Assigned Class B  
and Class C Finance Duties

5. The Deputy Director of Finance has indicated that the problem of Class B and Class C fund shortages has been mainly caused by inexperience and lack of training rather than actual dishonesty. He did agree, however, that any "tightening up" of the suitability review procedures is very much in order.

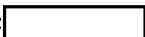
6. It should be noted that the Inspector General's recommendation represents a further strengthening of procedures that have been in effect for some time. Since 1964 the Special Activities Staff has been conducting a special screening of individuals designated by the Director of Finance as "Principal Custodians" of Agency funds, and the Overseas Candidate Review Panel has consistently emphasized such suitability factors as honesty, credit ratings and moral habits for each overseas candidate, whether the handling of Agency funds was involved or not.

  
Chief, Special Activities Staff  
Office of Personnel

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OP/SAS:  :dd (23 Feb 68)

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